

Successful Implementation of Accelerated ReaderTM Checklist for the Headteacher/Principal

As Headteacher/Principal of your school, you play a very important role in the successful implementation of the world's most widely used reading software; **Accelerated Reader (AR)**.

The **AR Project Manager** you appoint within your school will receive the most thorough training on the software and will be able to provide you with more information about it, but you may find it useful to watch a brief video outlining the program at: ardemo.co.uk. In the meantime, there are various important tasks for you to complete before the students start using the software and on an on-going basis:

| Task | Tick |
|--|------|
| Designate a Project Manager from the Senior Management Team and an AR Project Team who will be responsible for ensuring AR is implemented correctly throughout the school. | |
| Ensure time is made available for the RL training sessions that will be delivered remotely. | |
| Ensure there are sufficient books at the right level for each student in AR . | |
| Ensure the Project Manager regularly reports progress to the school's Senior Management Team. We suggest a monthly report looking at progress to the plan. | |
| Most importantly of all - allocate 35 minutes daily reading time for all students. | |
| Make sure you have access to your Dashboard and can check this regularly. | |

Your school's designated Implementation Specialist will support and guide you through the Implementation process and you will have access to Customer Service and Technical Support from Renaissance Learning from 8am-5pm every week day.

Contact Details:

You may find the following websites and telephone numbers useful when dealing with any issues arising from the implementation of any Renaissance Learning software: email: info@renlearn.co.uk or call **+44 (0)20 7184 4000**.
renlearn.co.uk/customer-zone